

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
NEEDS ASSESSMENT COMMITTEE
DETROIT HEALTH DEPARTMENT ROOM 420-B**

**June 2, 2003
12:00 P.M. –2:00 P.M.**

MINUTES

Co-Chair, Brenda Stimson, called the regularly scheduled meeting of the Needs Assessment Committee of The Southeastern Michigan HIV/AIDS Council to order at 12:20 PM in room 420B of the Detroit Health Department on Monday June 2, 2003. Co-Chair, Mallory Waldman, was excused from the meeting. Today's agenda and the minutes of May 19, 2003 were read and approved.

Present

Deb Sloss
Brenda Stimson, Co-Chair
David Perkins

Selvy Hall
Carolyn Ratcliff-Bankston
Jonsea Nelson
James Jenkins
Waymond Burks
Veronica Connors

SEMHAC Staff

Karla Handley, Sr. Program Consultant

Health Department Staff

Cynthia Marshall-HIV/AIDS
Sarah Farrell-HIV/AIDS
Brenda Shelton-HOPWA

OLD BUSINESS

Keith Meeks stated that he has a problem with the statement on the last meeting's minutes that "Ex Offenders" is not a mandated group to be surveyed. Karla Handley explained what the term mandated means when referring to survey groups, and that mandates are issued by HRSA. The Grantee does not make a decision about which groups are to be surveyed. Sarah Farrell named the HRSA mandated groups: Youth 13-24; IDUs and other drug users; MSMs; Women of Childbearing Age; Over 50. Multiply diagnosed are not mandated, but enough information has been gathered in this EMA to compile data about them, just as we will compile data about "ex-offenders" if we get enough information. Keith asked about criteria for focus groups and was told to get the scripts, tape, and instructions from Karla for his group/groups with "ex-offenders". Cynthia is concerned that we will not be able to meet the requirements of HRSA to provide information about unmet needs, out of care individuals in Oakland and other counties out side of Wayne, and political subdivisions. She raised the option of waiting until we receive the Guidance for 2004 and then determining whether we will do Focus Groups, since finding the facilitators and participants is difficult. It was suggested that the Council examine how each committee's work is interdependent, and relies on the work products of all of the other committees. A lengthy discussion ensued about communication and the direction of the committee, and the usefulness of the survey. Karla explained that the responsibilities of the interns who are proposed to be hired (2 third year PhD students) would include data entry, data analysis, and writing the Needs Assessment Report.

NEW BUSINESS

Questions that we need to ask about this year's Needs Assessment are: Is the data useful? Is it enough to drive prioritization?

Have we accomplished what we set out to do, i.e. determining gaps in needs, barriers, and consumer satisfaction? One of problems for us is that providers distributed almost all surveys to consumers, thus the surveys are overwhelmingly "in care". Have we relied on providers to too great an extent for our data? Is there a way at this late date to use outreach to find "out of care" individuals? What did last year's Needs Assessment tell us? Is it information that we can use again? Should we do Focus Groups for populations that were under sampled last year?

Deb Sloss made a motion, seconded by Keith Meeks, and carried that the committee review the most recent Needs Assessment Report by the next meeting.

NEXT MEETING is Monday, June 16, from Noon-2 PM in Room 420B of the Health Department.

ADJOURNMENT

Meeting was adjourned at 2:00 PM.

Minutes transcribed by Karla Handley, May 23, 2003.

Co-Chair Signature _____ Date _____